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| **CASH RECEIPT** | **Today's Date:** [MM/DD/YYYY] |
| **Account Number:** | [Account Number] |
| **Department Name** | [Department Name] |
| **Transaction Description** | [Description] |
| **Checks $** [Amount] | Cash $ [Amount] | **Total $** [Amount] |
| **MC/Visa $**  | [Amount] | **AmEx Total:** [Amount] |
| **Prepared by** | [Name] |
| **Extension** | [Extension] |

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| **Department Name** | [Department Name] |
| **Transaction Description** | [Description] |
| **Checks $** [Amount] | Cash $ [Amount] | **Total $** [Amount] |
| **MC/Visa $**  | [Amount] | **AmEx Total:** [Amount] |
| **Prepared by** | [Name] |
| **Extension** | [Extension] |

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| **Department Name** | [Department Name] |
| **Transaction Description** | [Description] |
| **Checks $** [Amount] | Cash $ [Amount] | **Total $** [Amount] |
| **MC/Visa $**  | [Amount] | **AmEx Total:** [Amount] |
| **Prepared by** | [Name] |
| **Extension** | [Extension] |